DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
309 FRAZIER ROAD
FORT KNOX, KENTUCKY 40121-4146

REPLY TO
ATTENTION OF:

ATZK-RMA (37a)   13 February 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Policy Memo No. 41-8 – Army Purchase Card Delinquency

1. References:

    a. Department of Army Government Purchase Card Standing Operating Procedure,
31 July 2002.

    b. Memo, Secretary of Army, 28 January 2003, subject: Army Charge Card Programs.

    c. Memo, TRADOC, 17 March 2003, subject: Army Charge Card Programs.

2. The Secretary of the Army directed a series of corrective actions (reference 1b) to curb
payment delinquencies for the Army Purchase Card Program and hold command leadership
accountable for results. He stresses the responsibility and accountability to which cardholders,
approving/billing officials, commanders, and program managers will be held. The Army's
primary delinquency measure will be percent of dollars delinquent and the established goal is
payment of all invoices within 30 days of end-of-billing cycle. Further, the Army has mandated
that all billing official accounts be Electronic Data Interchange (EDI) enabled and certified
through the US Bank Customer Automated Reports Environment (CARE) electronic access
system.

3. The Army Purchase Card Program is a commander's program. To implement the corrective
actions directed by the Secretary of the Army, the Commander, TRADOC, (reference 1c) has set
a command standard—**no account delinquencies**. DCSRM, through the installation G4/DRLM,
will provide a listing, at the end of each billing cycle, of billing officials whose accounts have
become delinquent as of the start of the new billing cycle (20th of each month). The installation
G4/DRLM will analyze the report and provide an explanation for the delinquencies to the
TRADOC DCSRM by the 15th of the following month.

4. Successful purchase card program management requires timely attention to responsibilities
by cardholders and billing officials. To meet program initiatives outlined above and achieve **no
account delinquencies**, the following responsibilities will be accomplished without exception:
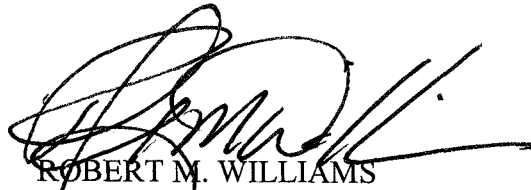
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a. Cardholders will adhere to responsibilities as outlined in reference a, paragraphs 3d, 7, and 12e—specifically, the requirement to complete review and approval of monthly statement within 3 business days of the end of the billing cycle using the CARE system is required.

b. Billing officials will adhere to responsibilities as outlined in reference a, paragraphs 3d, 7, and 12d—specifically, certification of monthly invoice within 5 business days of the end of the billing cycle using the CARE system is required.

c. The G4/DRLM will report delinquent purchase accounts caused by untimely certification for the previous billing cycle to the chief of staff by the 1st day of each month. The chief of staff will forward this report to commanders and directors for explanation as to why the accounts were not certified for payment in a timely manner. The chief of staff will direct G4/DRLM to consolidate the required explanations and forward to the DCSRM, TRADOC, NLT the 15th of each month.

5. Management of the Purchase Card Program is the responsibility of all levels of command. The program provides substantial savings and internal efficiencies to the Army and is crucial to our mission. Prompt certification of invoice payments will increase the rebates that come directly back to our operating funds. Delinquencies result in interest payments and have a negative effect on our operating funds. Failure of leadership to take action is unacceptable. I expect individual cardholders, billing officials, their supervisors, and leaders to take personal responsibility.

ROBERT M. WILLIAMS
Major General, USA
Commanding

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